



The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:

Intern: HR and Facilities Stipend: R5 391 per month

Requirements:

- The successful candidate must hold a National Diploma or Degree in Human Resources Management/Industrial Psychology or any other relevant qualification.
- Applicants must not have participated in an internship before.
- No experience required

Duties: To provide the Human Resources & Security and Facilities department with administration support to enhance efficiency and control of internal HR processes

- Perform general administration duties for the Human Resources & Facilities Department.
- Participate in HR projects/Ad hoc
- Coordinate candidate interviews, pre-employment verification and assessments.
- General administration including typing of minutes, letters, copying, filling etc.
- Book/arrange meetings
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Knowledge:

- General Office administration
- MS Office proficiency

Skills:

- Good Communication Skills (verbal and written)
- Computer skills
- Telephone etiquette
- Good Interpersonal skills
- Ability to listen with empathy and to interpret information correctly

Closing Date: 26 May 2022

The National Credit Regulator is an equal opportunity organization which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: HR-recruitment@ncr.org.za

Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment. We encourage people with disabilities to apply.



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